Early On® Oakland Authorization to Release Information Directions

PURPOSE: This form is designed to obtain parental consent to release information from the Early On® record to any other agency or person. This could be a doctor's office, Department of Health and Human Services, a preschool program, Head Start, or any other person/agency requesting information.

NOTE: *An Early On® Oakland provider must have a signed "Early On® Oakland Authorization to Release Information" form to engage in verbal, written or electronic communication OUTSIDE of the Early On® system. It is not necessary to have a release to communicate with any Early On® Oakland partner (Oakland Family Services, Oakland County Health Department, Easter Seals and local school districts.)*

Early On® Oakland Authorization to Release Information

Record child's legal name, birthdate and parent or guardian's name in the top section of the form.

Agencies/Persons to Whom Information May Be Released

Identify the agency/person with whom Early On® information will be shared. For each agency, indicate whether you will be sharing the full Early On® record or specific information within the Early On® record.

Review each of the bulleted statements with the parent/guardian. This portion of the form is not giving permission to share information, rather it is evidencing that the parent/guardian understands rights that he/she has in the consent or refusal to share information.

It is important to inform the family that giving consent for Early On® to share information is voluntary. If a family decides not to allow Early On® to share information, it is important to understand that it may limit the ways in which Early On® can help the family.

Ask the parent/guardian to check the appropriate box to indicate either consent or refusal to share information. Only **one** of these boxes should be checked.

Have the parent sign/guardian sign and date the form.

NOTE: *A copy of the signed and dated "Early On® Oakland Authorization to Release Information" form should be kept in the child's central Early On® record, which is maintained by the Service Coordinator. It is not necessary to send a copy to Early*

On® Oakland.

NOTE: *Service Coordinators must keep a record of what information is shared, when it is shared, who accessed the information, and why the information was shared. This documentation must be in the child's Early On® file at all times.*